

Week 4 Mentor Meeting

Date [↗](#)

Wed, 20 March 2024

Participants [↗](#)

- Yujun Yan (mentor)
- Our team (Team Wombat)

Goals [↗](#)

- To receive feedback on the current Confluence page content, discuss suggestions for page layout and Trello board organization, consult the mentor on Sprint 1 submission details, and plan for the completion and update of tasks on Confluence.

Discussion topics [↗](#)

Item	Presenter	Notes
Feedback on Confluence Page Content ↗	<ul style="list-style-type: none">• Yujun Yan	<ul style="list-style-type: none">• The mentor provided constructive feedback on the content currently available on the Confluence page, commending the team for their thorough documentation while suggesting improvements in page layout for better readability and navigation.
Suggestions for Page Layout and Trello Board ↗	Yujun Yan	<ul style="list-style-type: none">• Recommendations were made to enhance the Confluence page's visual layout and organization to facilitate easier access to information. Similarly, suggestions were given to optimize the Trello board layout for more efficient task tracking and progress visualization.
Consultation on Sprint 1 Submission Details ↗	Yuanwei Wang	<ul style="list-style-type: none">• The team sought advice from the mentor on the specifics of Sprint 1 submission, including required documentation and the format of deliverables. The mentor emphasized clarity, completeness, and adherence to project objectives in all submissions.
Completion and Update of Tasks ↗	Yujun Yan	<ul style="list-style-type: none">• The team discussed the importance of timely updating the Confluence page with the completed checklist items from Sprint 1. There was a consensus on the urgency to finalize and document unfinished tasks, particularly the development of personas and the goal model, which are crucial for understanding user needs and project objectives.

Planned Actions and Next Steps [↗](#)

- ✓ **Revise Confluence Page Layout:** Implement the mentor's suggestions to improve content organization and presentation on the Confluence page.
- ✓ **Optimize Trello Board:** Reorganize the Trello board based on the provided recommendations to enhance task management and monitoring.

- ✓ **Finalize Sprint 1 Submissions:** Ensure that all documentation and deliverables for Sprint 1 meet the discussed criteria and are ready for submission.
- ✓ **Update Completed Tasks:** Promptly document completed checklist items on the Confluence page to keep all team members informed of the progress.
- ✓ **Complete Personas and Goal Model:** Prioritize the development and documentation of personas and the goal model to address the identified gaps in Sprint 1's work.

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Additional Considerations

- ▼ Click here to expand...The complexity of the project was acknowledged, with an emphasis on a collaborative and iterative approach to development. The importance of a flexible system that could adapt to future needs and potentially integrate with broader university systems was highlighted.
 - Additional resources and templates for client communication and project management will be shared on the Confluence page to support the team's efforts.
 - Team members are encouraged to contribute ideas and updates regularly to the Confluence page and engage in discussions within Slack channels.

